

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

SHANNON D. HOPPES
EXECUTIVE OFFICER



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

NEIGHBORHOOD AND BUSINESS
IMPROVEMENT DISTRICT DIVISION
200 N. SPRING STREET, ROOM 395
LOS ANGELES, CA 90012
(213) 978-1099
FAX: (213) 978-1079

MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

May 11, 2018

Re: Notification of Refund of the Venice Beach Business Improvement District 2017 Assessment

Dear Property Owner:

On November 9, 2016, the Venice Beach Business Improvement District (VBBID) was established for a period of five years, pursuant to the provisions of the City's Landscaping, Security, Programming and Maintenance District Ordinance (Los Angeles Administrative Code Division 6, Chapter 9) and through the Los Angeles City Council's adoption of Ordinance No. 184556 (Council File 16-0749).

The Venice Beach Property Owners Association (VBPOA) notified the City, in its letter dated March 20, 2018, of its desire to issue a partial refund to property owners who paid the 2017 assessment due to a delay in providing the services and activities as stated and described in the VBBID's Management District Plan. Consequently, the City is preparing to refund a prorated (partial) amount of the 2017 assessments, which will be less the expenses incurred by the VBPOA during 2017.

This notice further serves to inform you that your portion of the pending pro rata refund of 2017 assessments is scheduled to be mailed to you during the month of July 2018. Please complete and sign the enclosed affidavit, and return it in the envelope provided within 30 days. If there has been any change in the address or ownership, or if this notification was forwarded to a new address, please notify this Office *immediately* to report the change.

If you have additional questions about the VBBID 2017 assessment refund process, please contact the Neighborhood and Business Improvement District Division at (213) 978-1099. Please send all correspondence to the following address:

City Clerk
200 North Spring Street, Room 224
Los Angeles, CA 90012

INSTRUCTIONS FOR COMPLETING YOUR VENICE BEACH BUSINESS IMPROVEMENT DISTRICT REFUND AFFIDAVIT

SAMPLE

REFUND AFFIDAVIT

Your completed affidavit should contain owner name, signature, and date in **two** separate locations.

LOCATION ONE

BOTH LOCATIONS
ONE & TWO MUST BE
COMPLETED

LOCATION TWO

City of Los Angeles Office of the City Clerk
Neighborhood and Business Improvement District Division
200 N. Spring Street, Room 395
Los Angeles, CA 90012

AFFIDAVIT FOR ASSESSMENT REFUND
VENICE BEACH 2017
PROPERTY BASED BUSINESS IMPROVEMENT DISTRICT
(Pursuant to Section 36671 of the California Streets and Highways Code)

Legal Owner: **Property Owner 1**

Please mark "X" clearly. Mark one box only.

☒ **Yes.** I affirm that I was the owner of record of the parcels identified on this affidavit and paid the 2017 assessment for parcels for the Venice Beach property based Business Improvement District (BID) and am now entitled to the refund of the 2017 assessments after expenses for services. My signature below affirms that I am entitled to the refund: \$2,000.00

☐ **No.** I affirm that I was not the owner of record of the parcels on this affidavit of the Venice Beach BID, I did not pay any of the 2017 assessment related to said Venice Beach BID, and am not entitled to the refund: \$2,000.00

Property Owner's Name Property Owner 1

Property Owner's or Duly Authorized Signature Jane Doe

Title President

Date June 1, 2018

Please place the affidavit inside the return envelope and submit to:

City Clerk
200 N. Spring Street
Room 224
Los Angeles, CA 90012

STATEMENT OF AUTHORITY TO SIGN THIS AFFIDAVIT - (Must be completed by affidavit signer)

I, Jane Doe, Hereby certify (or declare) under penalty of perjury under the laws of the State of California that I was legally authorized as owner, or legal representative of owner, to accept the refund of the assessment amounts on the property(ies) listed below. This statement is true, correct, and complete to the best of my knowledge as of 6 / 01 / 18

MONTH DAY YEAR

AFFIDAVIT SIGNER'S SIGNATURE: Jane Doe (213) 444-5555
PHONE NUMBER

APN	Property Address	Proposed Refund	Date Range	
1111-222-333	1 Main Street	\$2,000.00	01/01/2017-12/31/2017	1
Total Amount		\$2,000.00		

Venice Beach BID 2017 May 4, 2018 ID: 1

AFFIDAVIT INSTRUCTIONS: Property owner(s) MUST complete the following steps:

A) REVIEW YOUR AFFIDAVIT

- 1) Match your name to the name listed as the legal owner.
- 2) Ensure that the APN numbers and property addresses on your affidavit match your property(ies).
- 3) Please review the date range of ownership at the bottom of the affidavit.
- 4) Read the Statement of Authority to Sign This Affidavit.

Instructions continue on reverse →

B) MARK YOUR AFFIDAVIT

- 1) Mark and “X” in the box that best describes you as the property owner.
- 2) Write the name of the legal property owner where it reads Property Owner’s Name, sign your name where it reads Property Owner’s or Duly Authorized Signature (location one), and write your title and the date accordingly.
- 3) Read the Statement of Authority to Sign This Affidavit. Print your name and the date, and sign on the line (section two). Write your contact phone number. You may be called if the Affidavit is not complete in order to expedite the certification of ownership. This section affirms your authority for the property. *(Please see WHO CAN SIGN section below).*

C) SUBMIT AFFIDAVIT

- 1) **Place your completed Affidavit in the return envelope provided.** You may submit your affidavit in one of the following ways:

a. By mail:

Office of the City Clerk
200 N. Spring St., Room 224
Los Angeles, CA 90012

b. In person:

Office of the City Clerk
200 N. Spring St., Room 395
Los Angeles, CA 90012

WHO CAN SIGN THE AFFIDAVIT?

The following instructions only apply to the individual(s) or entity(ies) who paid the 2017 assessment and are entitled to the refund.

The property owner must fill out the refund Affidavit. The following guidelines outline who can sign you’re a ffidavit based on the ownership:

- If the property was owned by an individual, the individual must sign.
- If the property was owned by a corporation, the affidavit may be signed by any officer of the corporation, pursuant to Corporations Code Section 313 (i.e., the Chairman of the Board, President, Vice President, Secretary, any Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer), or pursuant to the by-laws or by resolution of the corporation’s Board of Directors.
- If the property was owned by a partnership, any general partner or authorized representative may sign.
- If two or more persons owned the property as tenants-in-common, any one tenant-in-common may sign for all.
- If two or more persons owned the property in joint tenancy, any one joint tenant or authorized representative may sign for all.
- If a property is held by a married couple as community property, one or both must sign, or the authorized representative.